

31 March 1971

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, ORD

SUBJECT : Recommendation for Promotion -

GS-05 to GS-06

25X1A9a

1. Approval of the recommended promotion is requested.

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2. [redacted] joined Physics-Chemistry Division, Office of Research and Development (and the Agency) in May, 1970. She responded well to the training provided by Mrs. [redacted] who left for a new assignment in a few weeks. By mid-summer, [redacted] was fully qualified and capable of handling divisional secretarial duties during a several week absence of [redacted] the Division's senior secretary.

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3. [redacted] is of executive secretarial caliber. She seeks opportunities for training against Agency requirements at such levels by learning cable procedures and the duties of recording secretaries, as examples. She is a most willing worker, normally on the job by 0800 hours, adapts to lunch hour special needs, and closes out her day's work in a most orderly manner.

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4. The quality of her work is recognized and appreciated. She uses her business school training well. [redacted] is well qualified to convert rough drafts and notes into finished documents. Her spelling and grammar are cited. Her thorough application of these skills clearly sets her apart from most secretary stenos.

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5. [redacted] carries out all duties of a divisional secretary with a high order of accuracy, promptness and enthusiasm. The recommended promotion is most deserved.

*Approved*

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6. It is therefore recommended that [REDACTED] be promoted from GS-05, step 1 to GS-06, step 1.

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C/P-C/ORD

RECOMMEND APPROVAL:

7 APR 1971

Chairman, Special Panel, ORD

Date

APPROVAL:

Director of Research and Development

Date

Distribution:

- Original & 1 - Addressee
- 1 - SPECIAL PANEL/ORD
- 1 - AO/ORD
- 1 - C/P-C/ORD

C/P-C/ORD: [REDACTED] dpc 2672

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